



Job Title	Support Worker
Responsible To	4Ever Unique Manager / Senior Management
Salary	£11.50 per hour
Hours	35 hours per week including 1 weekend day per month All hours worked between 8:45am and 6:15pm.

## **Job Summary**

The Support Worker will work as part of a small team, under the direction of the 4Ever Unique Manager and Senior Management, providing high quality care and social opportunities for disabled young adults aged 18-30 who attend 4Ever Unique daytime support service.

## **Job Description**

### Service

- To work with the team of Support Workers to run a person-centred service that focuses on the goals of the young adults that attend.
- To be the Key Worker for a group of young adults and complete all relevant work associated with this including being the point of contact for the family, coordinating the young adult's annual review, maintaining and updating all the necessary paperwork for the young adult and to be responsible for their goals and development.
- To plan and deliver activities, projects and trips that develop the independence and confidence of the young adults.
- To provide necessary support and care to the young adults to ensure that their needs are met.
- To assist with transporting young adults to and from the centre as necessary ensuring that relevant training is being applied at all times
- To deliver personal care to any young adult who requires support.
- To use enthusiasm and skills to encourage the young adults to participate in projects.
- To develop and maintain good relations with the parents, carers and families of the young adults.

- To promote a welcoming and supporting environment that is safe and stimulating for the young adults that is safe, stimulating and caters to their individual needs.
- To work with the team to develop and promote the service digitally and within the local community.
- To liaise, when necessary, with social workers and other external agencies.
- To deliver, when required, engaging virtual sessions that allow the young adults to socialise.

### Admin

- To maintain and update all key young adult's personal information and records as required including Care Plans, Risk Assessments and Personal Emergency Evacuation Plans.
- To create and complete risk assessments for young adults, trips and activities
- To implement the charity's policies and procedures at all times including the Safeguarding Policy.
- To use internal systems to maintain records and complete general admin such as Connect, Microsoft Office and the Server/Shared Drive
- To complete all necessary training as and when required.
- To attend and contribute to team and planning meetings.
- To plan engaging sessions that contribute to specific goals of the service and the young adults including both face-to-face and virtual.

### Other

- To provide continuity in the absence of other team members and the 4Ever Unique Manager
- Such other duties as may reasonably be required.

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

## **Person Specification: Support Worker**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 1 Safeguarding Children and Young People or the willingness to attend training</li> <li>• Level 2/3 in Health and Social Care, Learning Support or equivalent</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Training in First Aid, MiDAS, Moving and Handling, Food Hygiene and Fire Safety, Administration of Medication</li> <li>• Full UK Driving Licence</li> </ul>	Application Form
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of young adults with disabilities</li> <li>• Experience of working as part of a team</li> <li>• Knowledge of good practice</li> <li>• Knowledge and understanding of Risk Assessments and Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a high quality care setting</li> <li>• Experience of communicating with parents/carers and external agencies</li> </ul>	Application Form / Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and writing skills</li> <li>• Ability to lead an activity or project with the young adults needs in mind</li> </ul>	<ul style="list-style-type: none"> <li>• Makaton</li> <li>• Specialist skills and interests that would be of benefit to 4Ever Unique</li> </ul>	Application Form / Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly, positive and professional manner</li> <li>• Enthusiasm</li> <li>• Team player</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Evident passion for the charity and excellence in service provision</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Unique Kidz and Co and the services it provides</li> </ul>	Interview